

Examples of common court date configurations and how to document them on the online form:

1. **Officers may enter a court date/time, a number of days, or neither:**
 - Do not make any changes to the defaults set for your court.
2. **Officers may not enter a date or number of days (neither will appear on the ticket):**
 - Unselect the “Appearance Date Option” on the form.
 - Unselect the “Number of Days Option” on the form.
 - Select the “No Date or # of days will be displayed on ticket” Option only.
3. **Officers must enter a court date/time and court doesn’t want a pre-set date/time using SECTOR:**
 - Select Appearance Date Option, and
 - Leave “No Default” selected.
 - Leave the “Appearance Time” as “12:00 AM” (no time preset).
 - Leave the “Officers May change the default Appearance Date Options” item selected.
 - Select the “Appearance Date Option by default” item.
 - Unselect the “Number of Days Option” on the form.
 - Unselect “No Date or # of days will be displayed on ticket” Option on the form.

NOTE: If Officers are required to set an appearance date or “# of day”, the “No Date or # of days will be displayed on ticket” Option cannot be selected.

4. **Officers must enter a court date and court wants to pre-set that date to a specific day or days of the week at a specific time, using SECTOR:**
 - Leave the “Appearance Date Option” selected, and
 - Select the “Day of Week” option (removes the selection from the “No Default” item).
 1. Select day or days of the week that the arraignment can be scheduled.
 2. Select # of days to delay the hearing after the issuance of the citation.

NOTE: This option sets the default appearance date as follows:
Citation issue date, plus designated # of days, then finds the next non-holiday occurrence of the designated day of the week.
 - Enter the specific time for the appearance in the “Appearance Time” field.
 - Determine if the office can change the date/time pre-filled by SECTOR.
 - If yes, leave “Officers May change the default Appearance Date Options” selected.

- If no, unselect the “Officers May change the default Appearance Date Options.”
 - Select the “Appearance Date Option by default.”
- Unselect the “Number of Days” Option.
- Unselect the “No Date or # of days will be displayed on ticket” Option.

NOTE: If Officers are required to set an appearance date or "# of day", the "No Date or # of days will be displayed on ticket" Option cannot be selected.

5. Officers must enter a court date and court wants to pre-set that date to a specific # of days after the issue date, at a specific time, using SECTOR:

- Select the “Appearance Date” Option, and
 - Select the “Number of Days” option (removes the selection from the “No Default” item).
 1. Enter the number of days out to set the hearing.

NOTE: Sets the default appearance date to the first business day that occurs this many days after the citation issuance date.
 - Enter the specific time for the appearance in the “Appearance Time” field.
 - Select the “Appearance Date Option by default.”
 - Determine if the office can change the date/time pre-filled by SECTOR.
 - If yes, leave “Officers May change the default Appearance Date Options” selected.
 - If no, unselect the “Officers May change the default Appearance Date Options.”
- Unselect the “Number of Days” Option.
- Unselect the “No Date or # of days will be displayed on ticket” Option.

6. Officer must enter a “Number of Days” and may not enter a specific date/time:

- Unselect the “Appearance Date” Option.
- Select “Number of Days” Option
 - Specify the number of days to be used as a default.
 - Determine if the office can change the date/time pre-filled by SECTOR.
 - If yes, leave “Officers May change the default Appearance Date Options” selected.
 - If no, unselect the “Officers May change the default Appearance Date Options.”
 - Select the “Select the Number of Days Option by default.”
- Unselect “No Date or # of days will be displayed on ticket” Option

NOTE: If Officers are required to set an appearance date or "# of day", the "No Date or # of days will be displayed on ticket" Option cannot be selected.